

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DHR08216865</u>	DATE POSTED:	<u>01/09/19</u>
POSITION NO:	<u>936127</u>	CLOSING DATE:	<u>01/30/19</u>
POSITION TITLE:	<u>Senior Management Analyst</u>		
DEPARTMENT NAME / WORKSITE:	<u>DHR/Navajo Department of Workforce Development/Window Rock, AZ</u>		
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>AR66A</u>
WORK HOURS:	<u>8am - 5pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>49,192.00</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>23.65</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

Assists the NDWD Department Manager in oversight responsibilities, monitors projects and grant compliance, and advises on legislative matters; prepares position statements. Performs a comprehensive analysis of special projects and prepares reports as requested; interprets and implements new budgeting, organization, or administrative standards; determines compliance with appropriations processes and recommends alternatives for improving business/operational standards; answers inquiries, resolves complaints, and advises organizational units on administrative/organization policies and procedure. Formulates policies and procedures. Conducts complex organization and procedural analysis; evaluates recommended organizational changes; conducts financial studies to determine the availability of resources for funding current or new programs; designs, develops, and provides technical assistance in implementing recommendations. Formulates meeting agenda and conducts meetings. Prepares narrative reports and written correspondences as needed. Conducts research and surveys for effective decision-making and quality improvements.

Prepares reports to oversight committees; provides information presentations. May supervise work units and/or assigned employees; assist with personnel performance evaluations. Implements public relations and marketing activities. Interprets NDWD program requirements and Navajo Nation policies and procedures.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration, Accounting, Government Management or closely related area; and four (4) years of progressive responsible work experience in public administration, research, and finance; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Must be people-oriented, have excellent communication and leadership skills. Must be skilled in analyzing management, financial, human resources, and other operational systems, procedures and controls. Must be computer literate and be knowledgeable of current computer software applications. Must be able to read and write complex projects.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.